

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4425

TITLE: CORRECTIONAL TECHNICIAN

GRADE: S-13

DEFINITION:

Under supervision, performs a variety of support activities on an assigned shift in a large adult detention facility, including but not limited to property control, laundry, mail delivery, commissary, and financial control; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a civilian class. Incumbents are not assigned any sworn law enforcement officer duties.

ILLUSTRATIVE DUTIES:

Is assigned by a Deputy Sheriff II as needed to work stations in the Property Section, Laundry, Mail Room, Commissary, and Financial Section;

Participates in a cross-training program to become qualified to perform the duties in each functional area;

Follows prescribed procedures to safeguard property and facilities and to protect against inmate escapes;

Assists Deputy Sheriffs during the booking process by inventorying inmate property on the appropriate form, ensuring that the inmate receives a copy;

Places all confiscated inmate property in a bag marked with the inmate's full name and Adult Detention Center (ADC) number;

Takes possession of and inventories all controlled items and stores them in a separate place;

Assists in the processing of inmates during the transition from the booking desk to actual admittance into the general population of the ADC;

Ensures that new inmates take showers and are issued the items listed in the Inmate Handbook;

Assigns each inmate a bin number for storage of his/her property;

Assists in the receiving of property during inmate visiting hours, ensuring that all property received is authorized by the Inmate Handbook and issuing receipts for all property accepted;

Records all property accepted on the Inmate Property Card, and searches items prior to giving them to the inmate;

Assists in the process of having inmates change clothing prior to going to and after returning from Circuit Court and Federal Court;

Ensures that inmates to be released at midnight have changed into street clothing prior to being transported to the booking desk;

Verifies identification of any individual designated to receive inmate property;

Ensures that all inmate property is stored when an inmate is placed on Disciplinary Segregation;

Ensures that new razors are marked and placed in the proper area for shaving;

Distributes inmate shaving materials to post deputies and, after use, retrieves and discards used shaving materials;

Assists in the investigation of missing inmate property;

Oversees inmate workers in the laundry;

Assists in removing extra clothing and bedding from the cellblocks;

Assists in the investigation of inmate complaints regarding laundry issues;
Reports all laundry equipment maintenance needs to the proper contractors;
Maintains a sufficient stock of supplies within the laundry and orders supplies when needed;
Maintains sanitary conditions within the laundry;
Maintains required reports and statistics regarding laundry operations;
Separates inmate mail from staff mail;
Uses computer location files to sort and label inmate mail for accurate distribution;
Stamps "return to sender" on mail for inmates no longer in the ADC;
Opens and searches inmate mail, taking appropriate action should the mail contain contraband or money;
Collects and writes receipts for money from inmates upon their initial booking into the Adult Detention Center;
Releases funds to inmates upon their release from custody;
Processes money orders left for inmates by visitors;
Processes money orders received by mail;
Processes inmate requests for release of funds to others (family, friends, bondsmen, etc.);
Charges inmate accounts for medical visits and commissary orders;
Processes inmate accounts for "hold funds" when needed;
Processes requests for authorized charges against inmate accounts;
Distributes blank commissary order forms to inmates and collects completed forms;
Conducts monthly inventory counts of commissary goods;
Bags commissary orders;
Delivers commissary orders to inmates and verify these orders with the inmates;
Receives shipments and restocks inventory;
Assists in the placing of orders with suppliers.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in the use of office machines and a personal computer, including word processing and spreadsheet software;
Ability to maintain records and prepare written reports;
Ability to perform basic arithmetic;
Ability to follow written and oral instructions;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain good working relationships with co-workers and supervisors;
Ability to oversee inmates working in the Laundry;
Ability to work in areas that are usually hot, humid and noisy.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from high school or a G.E.D. issued by a state department of education; PLUS
Two years of work experience.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License at time of appointment.

CLASS CODE: 4425

TITLE: CORRECTIONAL TECHNICIAN

GRADE: S-13

Page 3

May be required to provide copies of driving record periodically for verification of driving status.

NECESSARY SPECIAL REQUIREMENTS:

Must be eighteen years old or within ninety days of 18th birthday at time of application;

Must successfully complete a criminal background investigation prior to appointment;

Must successfully complete polygraph and medical examinations.

REVISED: February 25, 1998

ESTABLISHED: November 18, 1996